



Example of Dispatch Supervisor Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of dispatch supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for dispatch supervisor

- Develop methods to track inventory usage, and On Hand quantities
- Develop and submit reports as required, contract deliverables, weekly reports
- Facilitate fuel and vehicle wash activities, records, logs, KPIs, coordination
- Utilizes sophisticated system status management computer system which monitors, updates, and controls the location and movement of units
- Receives incoming emergency and non-emergency calls and promptly ascertains proper levels of response, allocates resources to match dynamic system demands and input applicable information into the CAD system
- Dispatches and maintains radio communications with wheelchair, BLS, CCT, and ALS units
- Monitors and documents response times of units
- Completes and submits daily status reports regarding unusual incidents to Operations Manager
- Monitors system performance and communicates system demands to field employees
- Assists in the collection of data for patient billing purposes

Qualifications for dispatch supervisor

- Bachelor's degree in Transportation or Supply Chain, or equivalent experience

- Experience with TMS platform such as Mercy Gate, Lean Logistics
- Proficient knowledge of MS Office applications (Word, Excel, Access, PowerPoint)
- Must have in-depth experience in international shipping both importing and exporting
- Ability to consistently produce high quality results within tight deadlines by prioritizing, identifying roadblocks, and collaborating with colleagues and management